## **NROTC Unit Supply Binder - Tab 3-12**

SUBJECT: Activate/Flag a SSN/DODID in NCMIS for STA-21 Students

**PURPOSE:** To assist NROTC Unit Supply Technicians with activating/flagging a Social Security Number (SSN) or Department of Defense Identification (DoDID) in Navy College Management Information Systems (NCMIS) for Seaman To Admiral-21 (STA-21) participants.

**OVERVIEW:** The process on the following pages specifies the procedures used to activate a STA-21 selected student into NCMIS for voucher purposes.

**ACTION REQUIRED:** NROTC Supply Technicians shall follow the below procedures to activate/flag a SSN/DODID in NCMIS.

**POINT OF CONTACT:** Anna Duvall

NROTC Supply Management Specialist

847-688-4141 x439 anna.duvall@navy.mil

Gilbert (Gil) Lasconia

NETPDC STA21 Financial Technician

850-473-6392

gilbert.lasconia@navy.mil

## STA-21 SOP (SELECTEES ACTIVATED IN NCMIS)

The following Steps are the operating procedures for NROTC enrollment.

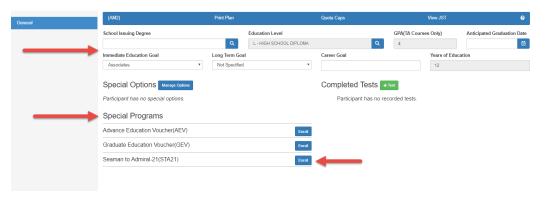
Once STA-21 Program selection has been made, a roster is created by Naval Service Training Command (NSTC) STA-21 Head, Selection and Placement (OD2 / 850-452-2486) or the Placement Coordinator (850-452-9433).

Roster is then forwarded to NSTC STA-21 Placement Coordinator for assistance in turning on STA-21 Selectees in NCMIS.

Last	First	Middle	Rank	START	END
ADAMS	JEFFREY		EM2(SS)	5/1/2018	6/1/2021
BAEZ	ANDRE		ET1(SS)	5/1/2018	6/1/2021
BISCHOFF	COLE		MM3	5/1/2018	6/1/2021
BLEUENSTEIN	MELIA		EM3	5/1/2018	6/1/2021
BOWLING	CHRISTOPHER		ET3	5/1/2018	6/1/2021
BROOKS	BEAU		EM1(SS)	5/1/2018	6/1/2021
BYNUM	JAMEE		ET3	5/1/2018	6/1/2021
CARPENTER	STEVEN		MM2(SS)	5/1/2018	6/1/2021
CARUSO	PAUL		EM2(SS)	5/1/2018	6/1/2021
DASHIELL	JALEA		EM3	5/1/2018	6/1/2021
FLOYD	JASON		EM2	5/1/2018	6/1/2021
HYDRUSKO	MATTHEW		MM2(SW/AW)	5/1/2018	6/1/2021
IRVIN	DALTON		MM1	5/1/2018	6/1/2021
JOHNSON	TYRONE		EM3	5/1/2018	6/1/2021
KINNEY	BRYCE		MM2	5/1/2018	6/1/2021
KLITZKE	DAKOTA		EM2	5/1/2018	6/1/2021
LATCHAW	GARRETT		EM3	5/1/2018	6/1/2021
LATOUFTRUJILLO	SARA		EM2	5/1/2018	6/1/2021
LATTIMORE	KATHRYN		EM3	5/1/2018	6/1/2021
MADRID	SEBASTIAN		MM3	5/1/2018	6/1/2021
MCNEIL	JAMES		ET3	5/1/2018	6/1/2021
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## **ENROLL A NEW STA-21 STUDENT IN NCMIS**

- 1. Log in to NCMIS Modern
- 2. Select Functions> Education History
- 3. Load SVM via search
- 4. At the "General" tab you will see "Special Programs" section
- 5. Refer to roster provided by Program Manager.
- 6. Enter the following fields:
  - School Issuing Degree
  - Anticipated Graduation Date
  - Immediate Education Goal (Bachelors)
  - Long Term Goal & Career Goal (if known/desired)



- 7. Under Special Programs, Seaman to Admiral-21 (STA-21), Click on "Enroll."
- 8. Enter "Start Date" and "End Date."
  - NOTE: Program cannot exceed 36 months
- 9. Click "Save" and ensure record saved correctly.